



IUP Graduate Handbook

Principal Certification Program

Department of Professional Studies in Education

Handbook Updated 20~~22~~

Principal Certification Program
Department of Professional Studies in Education
Davis Hall, Room 303

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Introduction

Welcome to the IUP Principal Certification Program. Indiana University of Pennsylvania's Principal Certification Program is distinguished by its performance foundation for PK-12 administrative certification. The program is designed for committed, experienced educators seeking certification as elementary and secondary school principals.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community, myself, my university, the nation, and the world.

Affirmative Action

<https://www.iup.edu/registrar/catalog/index.html>

Title IX Reporting Requirement

<https://www.iup.edu/registrar/catalog/index.html>

Student Conduct and Student Rights

<https://www.iup.edu/student-support-and-standards/policies/index.html>

<https://www.iup.edu/registrar/catalog/index.html>

PSE is proud to continue the tradition of graduating prepared and successful educational professionals in a multitude of occupations, grade levels, and content areas. These occupations include early childhood/special education teachers; middle level teachers; elementary, middle, and high school principals; reading specialists; curriculum coordinators; and superintendents. Our faculty members consist of those with experience in these various occupations. This wealth of experience benefits our students' learning immensely. The department offers programs at the bachelor, master, and doctoral levels.

PSE is committed to providing high-quality education for all future educators. In this vein, the importance of providing field experiences in a multitude of settings is vital. We believe it is important for all children at all ages in all areas be given highly effective teachers, principals, and superintendents and we strive to make this happen. We are proud of our IUP students and graduates; they are making a difference in the many lives they touch.

As a graduate student in our principal certification program, you will be positively impacting the lives of others. Welcome to our department and to a challenging program and to a new learning adventure!

Mission Statement and Program Objectives

Indiana University of Pennsylvania's Principal Certification Program is distinguished by its performance foundation for administrative certification. The program is designed for committed, experienced educators seeking certification as elementary, middle, and secondary school principals. The program emphasizes the achievement of administrative competencies through documented outcomes of field experiences, rather than progression through a sequence of courses. Our program is designed to provide maximum convenience to the working professional by having the internships completed within the context of the candidates' home school district. Our program is considered a leading principal certification program in Pennsylvania, the entirety of which can be completed in a year.

IUP is dedicated to the preparation of outstanding educational leaders who see themselves as both scholars and practitioners. This particular program, therefore, reflects the expectations that aspiring principals:

Model credible strategic leadership within their own school district,

Demonstrate exemplary professional skills ((s)-3.up)-0.6 (s)-3.4 0 Tc 0 iog eriin ea(o)-4.1 (n)-6 (er)-1.8

Minimal Professional Requirements to Apply

8. Please read the program handbook and submit the signed acknowledgment statement (one page only at the end of the handbook).

Application Deadlines

EDAD 756, the 3-credit School Administration course, is offered in the summer only through online instruction, some which is synchronous. The course is 9 days and is generally offered over the period of two or three weeks on weekdays in the morning. Attendance is mandatory.

Following the successful completion of the course, students register for two separate internships, completing one internship each of two semesters. If this sequence is followed, the program can be completed in one calendar year. Students begin in summer and complete one internship in fall and one internship in spring the following calendar year, ending in May.

Applications apply for 5/10/2017 (the next time the course is offered) to 7/10/2017 (the next time the course is offered). Applications for 5/10/2017 (the next time the course is offered) to 7/10/2017 (the next time the course is offered) are due by 5/10/2017 (the next time the course is offered) to 7/10/2017 (the next time the course is offered). Applications for 5/10/2017 (the next time the course is offered) to 7/10/2017 (the next time the course is offered) are due by 5/10/2017 (the next time the course is offered) to 7/10/2017 (the next time the course is offered).

Graduate Student Assembly

prepare for ongoing leadership development provided through the Pennsylvania Inspired Leadership Initiative and Act 45.

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

Program Level Examination Appeals

Appeals for Program Level Exams such as candidacy, comprehensive, or qualifying examinations, such as internship portfolios, are made to the dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations, and not simply on the outcome of the examination. Procedural violations would be cases in which the program/department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the dean of the SGSR within 30 days of receipt of the outcome of the examination. Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may not be appealed.

If it is found that policy and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.

Degree Completion

The Principal Certification Program is a certification only program. An earned master's degree is one requirement for applicants. Students who comp

Research

IUP Students have access to the IUP Libraries including research support through the IUP library databases. Information about services can be found at the following websites:

<https://www.iup.edu/registrar/catalog/index.html>

www.iup.edu/research/

Appendices

Internship Information

Appendix A Internship Information

Internship Requirements

The nature of this program is competency -based and internships requirement include completing projects aligned with state and national building level leadership standards within PK-12 school districts. Therefore, internships in this program must be completed within traditional schools in one of

standards and that school principals do in their daily work. Although there may be some overlap of administrative activities, projects for this program's internships are those that meet building level principal standards and are approved by the IUP supervisor and completed under the mentorship of the

leadership skills. Using the seven NELP Standards as a framework, reflect on the experience.

- Develop an electronic exit portfolio that highlights administrative competency as defined by the NELP standards for school principals established by the National Educational Leadership Preparation Program and address each category on using the National Educational Leadership Program Standards subric.
- Complete the state mandated Praxis exam for licensure and certification.
- Apply for graduation (to signify completion of the program) on My IUP during the final internship semester.
- Submit to Internship Supervisor an updated resume.
- Prepare for continued professional development through Pennsylvania Inspired Leadership (PIL) Programs and PA Act 45.

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____[please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

Submit to the Graduate Admission electronic application at <https://www.iupui.edu/graduate>